

# System Training and Response Team

## Preparing for Fiscal Year 2009

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### Absence Reporting Requirements

- ADE Guideline GE-20
- Adjustments for Excessive Absences
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**Break**



### Adjusting ADM due to Subsequent and/or Concurrent Enrollments

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### Summary of Changes to SAIS Requirements for FY09

- School Finance
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- New Designation for Certain Homeless Students

Philip Williams  
Deputy Associate Superintendent,  
School Finance

Dolores Gerritse  
Director, STaR Team

Robert Dohm  
Lead Training and Support Analyst

Harold Frederick  
Senior Training and Support Analyst

Norm Purdy  
Senior Training and Support Analyst

Nicole Armstrong  
Training and Support Analyst

Wynette Birecki  
Training and Support Analyst

Jacob Pawson  
Training and Support Analyst

Stephanie Saunders  
Training and Support Analyst

1535 W. Jefferson Street, Bin #13  
Phoenix, Arizona 85007

[www.ade.az.gov/schoolfinance/star](http://www.ade.az.gov/schoolfinance/star)

Phone: (602) 542-5695  
Fax: 602) 542-3099



Revised 1/30/08	ARIZONA DEPARTMENT OF EDUCATION GUIDELINE & PROCEDURE	NO. GE-20
SUPERSEDES		SHEET     1     of     2
SUBJECT:  ABSENCE REPORTING REQUIREMENT		FILING INSTRUCTIONS (Guidelines & Procedures Manual) Section:     General As item:     GE-20

## I. PURPOSE

The purpose of this guideline is to require districts and charter holders to report attendance by absences effective 7/01/08. Reported minutes will not be accepted by ADE after 6/30/08.

## II. GUIDELINE

a. Except as otherwise provided by any other law, beginning July 1, 2008, absences shall be forwarded electronically by the school district on a school by school basis with other records pursuant to A.R.S. 15-902 (J). ADE will no longer accept minutes after 7/1/08, unless this guideline is not applicable to the student pursuant to law.

b. This guideline applies to:

1. Elementary schools grades kindergarten through sixth grade.
2. Middle schools grades seven and eight.
3. High school grades nine through twelve;

At a minimum, statutes require all districts and charter holders to offer instruction of at least four hours a day on a five day a week schedule or five hours a day on a four day week schedule. Student attendance must be based on these statutorily-mandated schedules pursuant to A.R.S. 15-901 A 2 (a) (b) (c).

4. Homebound and/or hospitalized students who receive at least four hours of instruction during a week. (A.R.S. 15-901 A 2 b iii).
5. Technology Assisted Project-Based Instruction Programs (TAPBI) (A.R.S. 15-808).
6. Joint Technological Education Districts (JTED) (A.R.S. 15-393).

c. This guideline does not apply to:

1. A preschool child who is enrolled in a program for preschool children with disabilities of at least 360 minutes a week pursuant to A.R.S. 15-901 (A)(2)(a)(ii).

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### III.      PROCEDURE

ADE has accepted electronic submissions in both absences and minutes. ADE allowed for this to happen because of the different characteristics of students. After a more careful review of the statutes, ADE will no longer be able to accept minutes after 7/1/08, unless this guideline is not applicable to the student pursuant to law. Absences shall be made part of the attendance record and shall be forwarded electronically by the school district on a school by school basis with other records to the department of education (A.R.S. 15-902 (I) (J)). The records shall be certified and forwarded to the department of education electronically within twelve days after the first forty days in session and within twelve days after the first one hundred days in session.

# **PROCEDURES FOR REPORTING STUDENT ABSENCE Version 3**

**To implement Arizona Department of Education  
Guideline GE-20 “Absence Reporting Requirement”**

**Arizona Department of Education  
Business & Finance Division**

**Updated May 1, 2008**

<b>Table of Revisions</b>		
<b>Version</b>	<b>Release Date</b>	<b>Revisions</b>
1	3/29/2008	
2	4/3/2008	<ul style="list-style-type: none"><li>• Corrected text in section A on page 7 for consistency with the information presented in the table in that section.</li><li>• Corrected symbol in the 1st row of the table for section B on page 7 to <math>\geq</math>.</li></ul>
3	5/1/2008	<ul style="list-style-type: none"><li>• Corrected table on page 3 to display the Equivalent Weekly Absence for a homebound student who receives less than 1 hour of instruction during a particular week to be one week.</li><li>• Added a section to describe procedures for reporting absences for students enrolled in a course that meets at least one hundred fifty minutes per class period at a centralized campus owned and operated by a JTED (Page 11).</li></ul>

The procedures outlined in this document supersede any other language from previously published *Instructions for Required Reports*. These procedures are applicable from July 1<sup>st</sup>, 2008 onward and will be included as part of the *School Finance Guidelines and Procedures Manual* to be released before the beginning of Fiscal Year 2009.

# **PROCEDURES FOR REPORTING STUDENT ABSENCE**

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### Homebound Students (applies to grades PS – 12)

For homebound or hospitalized, a full day of attendance may be counted for each day during a week in which the student receives at least four hours of instruction. A.R.S. § 15–901(A)(6)(f)

- If a homebound or hospitalized student receives at least four hours of instruction during a week that school is in session, the student is considered to be in attendance for the entire week and no absences are reported.
- If a homebound or hospitalized student receives less than four hours of instruction during a week that school is in session the hours will be prorated per A.R.S. § 15–901. Refer to the table below to determine the absence amount that must be reported.

Reporting absences for homebound or hospitalized students				
Weekly Hours of Instruction Received	Days in Session for the Week	Equivalent Weekly Attendance	Equivalent Weekly Absence	Absences to report for the week <sup>1,2</sup>
<1:00	5	0.00	5.00	5.00
	4	0.00	4.00	4.00
	3	0.00	3.00	3.00
	2	0.00	2.00	2.00
	1	0.00	1.00	1.00
≥1:00 – <2:00	5	0.25	0.75	3.75
	4	0.25	0.75	3.00
	3	0.25	0.75	2.25
	2	0.25	0.75	1.50
	1	0.25	0.75	0.75
≥2:00 – <3:00	5	0.50	0.50	2.50
	4	0.50	0.50	2.00
	3	0.50	0.50	1.50
	2	0.50	0.50	1.00
	1	0.50	0.50	0.50
≥3:00 – <4:00	5	0.75	0.25	1.25
	4	0.75	0.25	1.00
	3	0.75	0.25	0.75
	2	0.75	0.25	0.50
	1	0.75	0.25	0.25
≥4:00	5	1.00	0.00	0.00
	4	1.00	0.00	0.00
	3	1.00	0.00	0.00
	2	1.00	0.00	0.00
	1	1.00	0.00	0.00

<sup>1</sup> Daily absences may not be reported in amounts exceeding a student's FTE.

<sup>2</sup> The specific days chosen to report absences shall be left to the discretion of the reporting entity.

**For students in grades 9 – 12 (Including TAPBI, excluding homebound)**

For high schools or ungraded schools in which the pupil is at least fourteen years of age by September 1, the attendance of a pupil may be counted as one-fourth of a day's attendance for each sixty minutes of instructional time in a subject that counts toward graduation, except that attendance for a pupil shall not exceed the pupil's full or fractional membership. A.R.S. § 15-901 (A)(6)(e)

**For schools in session 5 days per week**

- If a student receives instruction in an amount of time that is equal to or greater than the instructional time required for the day (no less than 4 hours for 1.00 FTE, 3 hours for 0.75 FTE, 2 hours for 0.50 FTE and 1 hour for 0.25 FTE) in subjects that count toward graduation, the student is considered to be in attendance for the entire day and no absences are reported.
- If a student receives instruction in an amount of time that is less than the instructional time required for the day in subjects that count toward graduation, refer to the table below to determine the absence amount that must be reported.

Reporting absences for students in grades 9 – 12 in schools with 5 days per week			
Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<1:00	0.00	1.00	1.00
		0.75	0.75
		0.50	0.50
		0.25	0.25
≥1:00 – <2:00	0.25	1.00	0.75
		0.75	0.50
		0.50	0.25
		0.25	0.00
≥2:00 – <3:00	0.50	1.00	0.50
		0.75	0.25
		0.50	0.00
		0.25	0.00
≥3:00 – <4:00	0.75	1.00	0.25
		0.75	0.00
		0.50	0.00
		0.25	0.00
≥4:00	1.00	1.00	0.00
		0.75	0.00
		0.50	0.00
		0.25	0.00

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency.*

**For students in grades 9 – 12 (Including TAPBI, excluding homebound [continued])**

**For schools in session 4 days per week**

- If a student receives instruction in an amount of time that is equal to or greater than the instructional time required for the day (no less than 5 hours for 1.00 FTE, 3.75 hours for 0.75 FTE, 2.5 hours for 0.50 FTE and 1.25 hours for 0.25 FTE) in subjects that count toward graduation, the student is considered to be in attendance for the entire day and no absences are reported.
- If a student receives instruction in an amount of time that is less than the instructional time required for the day in subjects that count toward graduation, refer to the table below to determine the absence amount that must be reported.

<b>Reporting absences for students in grades 9 – 12 in schools with 4 days per week</b>			
Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<1:15	0.00	1.00	1.00
		0.75	0.75
		0.50	0.50
		0.25	0.25
≥1:15 – <2:30	0.25	1.00	0.75
		0.75	0.50
		0.50	0.25
		0.25	0.00
≥2:30 – <3:45	0.50	1.00	0.50
		0.75	0.25
		0.50	0.00
		0.25	0.00
≥3:45 – <5:00	0.75	1.00	0.25
		0.75	0.00
		0.50	0.00
		0.25	0.00
≥5:00	1.00	1.00	0.00
		0.75	0.00
		0.50	0.00
		0.25	0.00

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency.*



### **For kindergarten students (Including TAPBI, excluding homebound)**

For students enrolled in kindergarten, a full day of attendance is a day in which a student attends more than three-quarters of the instructional time for the day. If the total instruction time scheduled for the year is at least 346 but less than 692 hours, attendance for at least three quarters of the day should be counted as one-half day of attendance. If the instructional time scheduled for the year is at least 692 hours, a full day of attendance may be counted as one-half of the instructional time scheduled for the day. A.R.S. § 15-901(A)(6)(a)(i)

- Kindergarten students are considered either to be present or absent for a full day. Incremental absences in proportions that are less than a kindergarten student's full time equivalency are not allowed.
- Record a kindergarten student who is enrolled in a program with total instruction time between 346 and 692 hours for the year as absent if he/she is in attendance for less than three-quarters of the instructional time scheduled for the day.
- If the total instructional time for the year is 692 hours or more, a student is counted as absent if he/she attends less than half the instructional time scheduled for the day.

#### **Example 1**

- Student A is enrolled in a kindergarten program that is scheduled to include 360 instructional hours over the course of the school year. (A half day program.)
- Two hours of instruction are scheduled for a particular day.
- If Student A attends for at least one hour and 30 minutes of the two hours of instruction scheduled for the day, he is considered to be in attendance for the full day and no absences are reported.
- If Student A attends for less than one hour and 30 minutes of the two hours of instruction scheduled for the day, he is considered to be absent for the full day and an absence in the amount of 0.50 must be reported.

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency. In this case, Student A is enrolled in a half day kindergarten program and has an FTE of 0.50.*

#### **Example 2**

- Student B is enrolled in a kindergarten program with total instruction time of 720 instructional hours over the course of the school year. (A full day program.)
- Four hours of instruction are scheduled for a particular day.
- If Student B attends for at least two hours of the four hours of instruction scheduled for the day, she is considered to be in attendance for the full day and no absences are reported.
- If Student B attends for less than two hours of the four hours of instruction scheduled for the day, she is considered to be absent for the full day and an absence in the amount of 1.00 must be reported.

**For students in grades 1–8 (Including TAPBI, excluding homebound)**

For students enrolled in first through eighth grade or an ungraded program, daily attendance is a day in which a student attends more than three-quarters of the instructional time scheduled for the day. The attendance of a pupil at three-quarters or less of the instructional time scheduled for the day shall be counted as follows:

- A. If attendance for all pupils in the school is based on quarter days, the attendance of a pupil shall be counted as one-fourth of a day's attendance for each one-fourth of full-time instructional time attended.
- Attendance for more than 75% of the instructional time scheduled for the day is counted as a full day of attendance and no absence is reported.
  - Attendance for 75% of the instructional time scheduled for the day is counted as three-fourths of a day's attendance and a quarter day (0.25) absence is reported.
  - Attendance for at least 50% but less than 75% of the instructional time scheduled for the day is counted as a half day of attendance and a half day (0.50) of absence is reported.
  - Attendance for at least 25% but less than 50% of the instructional time scheduled for the day is counted as a quarter day of attendance and three-quarters of a day (0.75) of absence is reported.
  - Record a full day (1.00) of absence for a student that is in attendance for less than 25% of the instructional time scheduled for the day.

Attendance	Absence Amount
>75% of the instructional time scheduled for the day	0.00
75% of the instructional time scheduled for the day	0.25
≥50% but <75% of the instructional time scheduled for the day	0.50
≥25% but <50% of the instructional time scheduled for the day	0.75
<25% of the instructional time scheduled for the day	1.00

- B. If attendance for all pupils in the school is based on half days, the attendance of at least three-quarters of the instructional time scheduled for the day shall be counted as a full day's attendance and attendance at a minimum of one-half but less than three-quarters of the instructional time scheduled for the day equals one-half day of attendance.
- Attendance for at least three-quarters of the instructional time scheduled for the day is counted as a full day of attendance and no absence is reported.
  - Attendance for at least one-half, but less than three-quarters of the instructional time scheduled for the day is counted as a half day of attendance and a half day (0.50) of absence is reported.
  - Record a full day of absence for a student that is in attendance for less than half the instructional time scheduled for the day.

Attendance	Absence Amount
≥75% of the instructional time scheduled for the day	0.00
≥50% but <75% of the instructional time scheduled for the day	0.50
<50% of the instructional time scheduled for the day	1.00

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency.*

**For districts operating alternative schools and charter schools operating on approved alternative calendars**

Procedures applicable to districts operating alternative schools and charter schools operating on approved alternative calendars are under development and will be published as part of this document at a later date.

**For students enrolled in the Arizona Department of Juvenile Corrections educational program**

For students enrolled in the Arizona Department of Juvenile Corrections educational program, daily attendance is a day in which a student attends for a minimum of two hundred forty minutes not including meal and recess periods. Attendance for one hundred twenty or more minutes but fewer than two hundred forty minutes shall be counted as one-half day's attendance. (See A.R.S. § 15-1371)

- If a student enrolled full time in the Arizona Department of Juvenile Corrections educational program attends for at least four hours (excluding meal and recess periods), the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled half time in the Arizona Department of Juvenile Corrections educational program attends for at least two hours (excluding meal and recess periods), the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled in the Arizona Department of Juvenile Corrections educational program attends for an amount of time that is less than the time required, refer to the table below to determine the absence amount that must be reported.

Reporting absences for students enrolled in the AZ Dept of Juvenile Corrections			
Daily Hours Attended	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<2:00	0.00	1.00	1.00
		0.50	0.50
≥2:00 – <4:00	0.50	1.00	0.50
		0.50	0.00
≥4:00	1.00	1.00	0.00
		0.50	0.00

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency.*

### **For students enrolled in the Arizona Department of Corrections educational program**

For students enrolled in the Arizona Department of Corrections educational program, daily attendance is a day in which a student attends for a minimum of one hundred eighty minutes not including meal and recess periods. Attendance for ninety or more minutes but fewer than one hundred eighty minutes shall be counted as one-half day's attendance. (See A.R.S. § 15-1372)

- If a student enrolled full time in the Arizona Department of Corrections educational program attends for at least three hours (excluding meal and recess periods), the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled half time in the Arizona Department of Corrections educational program attends for at least one and a half hours (excluding meal and recess periods), the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled in the Arizona Department of Corrections educational program attends for an amount of time that is less than the time required, refer to the table below to determine the absence amount that must be reported.

<b>Reporting absences for students enrolled in the AZ Dept of Corrections</b>			
Daily Hours Attended	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<1:30	0.00	1.00	1.00
		0.50	0.50
≥1:30 – <3:00	0.50	1.00	0.50
		0.50	0.00
≥3:00	1.00	1.00	0.00
		0.50	0.00

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency.*

**For students enrolled in a course that meets at least one hundred fifty minutes per class period at a centralized campus owned and operated by a joint technological education district (JTED)**

The procedure described on this page applies only to students who meet all of the following criteria:

- Enrolled at a main or centralized campus owned and operated by a JTED.
- Enrolled in a single course that meets for at least 150 minutes per class period.
- Enrolled with a full time equivalency (FTE) of 0.75 (three-quarter time).

Absence reporting procedures for all other students enrolled in a JTED main or centralized campus and/or a JTED satellite campus are the same as the procedures that are applicable to students in grades 9–12 as found on pages 4 and 5 of this document.

Notwithstanding any other law, the average daily membership of a pupil who is enrolled in a course that meets at least one hundred fifty minutes per class period at a centralized campus owned and operated by a joint technological education district shall be 0.75. A.R.S. § 15–393(O)

- If a student enrolled three-quarter time (0.75 FTE) at a centralized campus owned and operated by a joint technological education district (JTED) in a single course that meets at least one hundred fifty minutes per class period attends for at least one hundred fifty minutes, the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled three-quarter time (0.75 FTE) at a centralized campus owned and operated by a joint technological education district (JTED) in a single course that meets at least one hundred fifty minutes per class period attends for less than one hundred fifty minutes, refer to the table below to determine the absence amount that must be reported.

<b>Reporting absences for students taking a single course that meets for at least 150 minutes per class period at a JTED main campus</b>		
Daily Minutes Attended	Attendance	Then report daily absence amount:
0 – 49	0.00	0.75
50 – 99	0.25	0.50
100 – 149	0.50	0.25
≥150	0.75	0.00

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency.*

ARIZONA DEPARTMENT OF EDUCATION

**Tom Horne**  
Superintendent of  
Public Instruction



School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602) 542-5695  
(602) 542-9033 Fax

STATE OF ARIZONA

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**TO:** School District Superintendents and Business Managers  
**FROM:** Vicki G. Salazar Associate Superintendent  
**DATE:** April 3, 2008  
**SUBJECT:** Reporting Absences and Apportionment of ADM

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The purpose of this memorandum is to remind all school districts and charter schools of the ADM reporting requirements outlined in the Arizona Department of Education's ("ADE") Guideline GE-20 and procedures published on the ADE Website at <http://www.ade.az.gov/schoolfinance/Guidelines/>. Except as otherwise provided by law, **beginning July 1, 2008**, absences shall be forwarded electronically by the charter school and school district on a school by school basis with other records pursuant to A.R.S. § 15-185 (B) (2.) and A.R.S. § 15-902 (J). As noted in my memorandum dated January 18, 2007, this statutory requirement applies to all districts and charter holders for elementary schools grades kindergarten through sixth, middle schools grades seventh and eighth, high schools grades ninth through twelfth, homebound and/or hospitalized students receiving at least four (4) hours of instruction a week, Technology Assisted Project-Based Instruction Programs (TAPBI), and Joint Technological Education Districts (JTED). ADE will no longer accept minutes after July 1, 2008, unless Guideline GE-20 is not applicable to a particular student pursuant to Arizona law (for example, a preschool child who is enrolled in a program for preschool children with disabilities for at least 360 minutes per week).

Secondly, I would like to inform all school districts and charter holders that a student shall not be counted more than once for computation of average daily membership and that dual enrollment between July 1<sup>st</sup> and the school districts and/or charter schools 100<sup>th</sup> day will now be apportioned between the schools. Based on the student attendance data submitted, SAIS will calculate each student's ADM. If the total ADM for a student at all schools attended is greater than 1.0, the total ADM will be reduced to 1.0 (or 1.25 ADM under certain specific circumstances when a student is also enrolled in a JTED) and apportioned between the schools based on the percentage of total time that the student is enrolled or in attendance at each public school. Consecutive enrollment after the 100<sup>th</sup> day will not be counted toward the student's ADM and will not generate funding.

To assist in implementing this requirement, the School Finance Unit within the department has published procedures at <http://www.ade.az.gov/schoolfinance/Guidelines/>. If you have any questions concerning how to implement this new requirement please contact the System Training & Response (STaR) Team at <http://www.ade.az.gov/schoolfinance/STaR>.



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*System Training and Response (STaR) Team*

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## Summary of SAIS Changes for Fiscal Year 2009

This document is intended to summarize changes to the Student Accountability Information System (SAIS) for fiscal year 2009. This summary will likely be of greatest value to SAIS end users. Requirements necessary for those who make programming changes to Student Management Systems will be posted by the Information Technology Unit of the Arizona Department of Education at <http://www.ade.az.gov/sais> upon their completion.

### Changes attributed to School Finance

Beginning in fiscal year 2009:

- The records for a student enrolled in grades 9-12 will fail in Integrity processing for Average Daily Membership (ADM) when attendance (Transaction 17) is submitted.
- The records for a homebound student will fail in Integrity processing for ADM when attendance (Transaction 17) is submitted.
- Submission of absences for homebound students will be allowed.
- The records for a student enrolled in a Technology Assisted Project Based Instruction (TAPBI) school will fail in Integrity processing for ADM when attendance (Transaction 17) is submitted.
- TAPBI schools will be required to submit LEA calendars for the purposes of establishing session days and determining the first, fortieth, one hundredth and last day of instruction.
- The submission of calendar track 0 (zero) will no longer be allowed for students enrolled in TAPBI schools.
- Average Daily Membership (ADM) and Average Daily Attendance (ADA) for students enrolled in TAPBI schools will be calculated in accordance with the same procedures used to calculate ADM and ADA for students in non-TAPBI schools.
- The records of a student enrolled in a charter school will fail in Integrity processing for ADM and/or Special Education when a Special Enrollment Code (CEC-A, CEC-B, Open Enrollment) is submitted.

*Note: Special Enrollment is an element in Transactions 1 (Student Enrollment) and 14 (Special Education Service Participation).*

- The Integrity warning generated when a student who has previously been reported as a graduate (W7, S7, G) is subsequently enrolled for school membership, will become an Integrity failure for ADM.

*Note: An exception will occur if a student is reported as having previously graduated from a JTED.*



- Integrity error message –43204 *Student has neither a year end status nor a withdrawal*, will no longer be associated with End of Year ADM.

*Note: This Integrity failure has not affected calculations for ADM in the past, nor will it in the future. Due to this technical correction, Code 4c will no longer appear on SDADMS72 and 75 reports after the 100th day of instruction when a student without a record of a year end status or a withdrawal is subject to Integrity processing.*

- If the total ADM for a student at all schools attended is greater than 1.0 the total ADM will be reduced to 1.0 (or 1.25 under specified circumstances when a student is also enrolled in a JTED satellite) and apportioned between the schools based on reported FTE.
- Only the first 100 membership days accrued by students will be considered in the determination of Average Daily Membership (ADM).
- A student may accrue membership days only by virtue of enrollment(s) occurring during the first 100 days a school is in session or the first 200 days school is in session for schools operating on 200 day calendars.
- Aggregation procedures for schools operating on 200 day calendars will be incorporated into SAIS.

*Note: Schools with 200 day calendars are currently subject to the same aggregation procedures as schools operating on non-200 day calendars, but are subject to a manual adjustment after the 200th day of instruction. Going forward, reported FTE for students enrolled in schools operating on 200 day calendars will be halved and a 200th day aggregation will be performed in SAIS.*

- Upon reaching his/her 18th birthday, a student without disabilities who is enrolled in the Arizona Department of Correction educational program will be excluded from funding for ADM.

*Note: When such students are excluded from funding, their names will be listed on the SDADMS76 Funding Exclusion Report.*

- A new tuition payer code (presumably {5}) will be added for use (by JTEDs) when a student is concurrently enrolled in a JTED and a charter school, but does not reside within the boundaries of a school district that is a member of the JTED.
- An option to display the SDADMS72 report for all grade levels within a school will be added.
- The SDADMS75 report will display all membership intervals that occur before the 100th day or 200th day for schools operating on 200 day calendars.

*Note: The names of students who are enrolled in a school before the school has reached its 100th day (or 200th day for schools operating on 200 day calendars) but who have previously accrued 100 membership days, will be displayed on the 75 report with 0.00 FTE.*

- The SDADMS75 report will display a new code (presumably {6}) indicating that a student has had a previous enrollment in another school.
- A new Student Detail Report will be created to display the number of membership days a student has generated due to previous enrollments in other schools.

## Changes attributed to Exceptional Student Services

Beginning in fiscal year 2009:

- The result of the current SAIS Integrity processing validation requiring a student's Special Education Service Participation exit reason to align with the withdrawal or year end status associated with the student's school membership will be an Integrity failure as opposed to a warning.

*Note: Student records failing this validation will be excluded from the Federal Special Education Census.*

- When a student is exited from Special Education Service Participation with Exit Reason Code {11} (Expelled but still receiving services) the student's records will fail in both state and federal Special Education Integrity processing unless a record of a subsequent Special Education Service Participation with SPED Service Code {H} (Homebased/Homebound/Hospital Program) exists in SAIS.

## Changes attributed to the Office of English Language Acquisition Services

Beginning in fiscal year 2009:

- ELL Program Code {M} (Mainstream) will no longer be valid.
- A new ELL Program Code presumed to be {I} (Individual Language Learner Plan (ILLP)) will be added.
- Records of up to three language assessments (AZELLA) administered during a fiscal year by an individual school district or charter holder will be allowed to exist in SAIS for a student. Assessments may be administered on any day without regard to any previously designated assessment period.
- The Integrity warning generated when records exist in SAIS classifying a student as an immigrant for more than three fiscal years will be changed to a failure.

## New designation for certain homeless students

Beginning in fiscal year 2009:

- A new Need code, designating a student as "Homeless – Unaccompanied Youth" will be added to comply with federal reporting regulations.

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602)-542-5695  
(602)-542-3099 fax

**SCHOOL FINANCE MEMORANDUM 08-065**

**TO:** Superintendents, Business Managers, Charter Holders, and SAIS Technology Coordinators

**FROM:** Philip Williams, Deputy Associate Superintendent of School Finance

**DATE:** April 28, 2008

**SUBJECT:** FY 2008 SAIS Closure – Year End Processing

**June 15<sup>th</sup> and July 15<sup>th</sup> Payment**

The June 15<sup>th</sup> district and charter apportionment **and** the July 15<sup>th</sup> district apportionment will be based on the Membership, Special Education Service Participation and ELL Program Participation data that reside in the Student Accountability Information System (SAIS) at 4:00 PM on Friday, May 30, 2008.

**Suspension of Mid-month and Month-end Statewide Data Processing in June**

The Arizona Department of Education has established a deadline of **4:00 PM, Monday, June 30, 2008**, for FY 2008 data submissions to the SAIS. This deadline is necessary in order for the Department to meet its federal and state reporting requirements (i.e., State Aid, Adequate Yearly Progress (AYP), Annual Measurable Achievement Objectives (AMAOs), AZ LEARNS, etc.)

The Arizona Department of Education will not perform the June mid-month processing to allow more time for Local Educational Agencies to submit data to SAIS in preparation for the close of the fiscal year. The cancellation of the June month-end processing will provide a window for the processing of data submitted after May 30, 2008 but prior to 4:00 PM on June 30, 2008 for the purpose of calculating payment adjustments which are expected to be made by September 15, 2008.

Any corrections and/or changes to FY 2008 data to be submitted after June 30, 2008 will be subject to established procedures pursuant to A.R.S. § 15-915. Additionally, data submissions for the correction of FY 2007 State Aid and Budget Capacity will not be accepted after June 30, 2008.

Districts and charters operating TAPBI programs, pursuant to A.R.S. §15-808, will be allowed 2 days, July 7<sup>th</sup> and 8<sup>th</sup>, 2008, for the submission of final instructional time for FY 2008.